

## APPENDIX D

### CORPORATION REQUIREMENTS

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Submit the following documentation. Assure that the copies of any legal or business documents are clean and legible and marked so the document can be identified to the question being asked. If you have to add to the document, assure that the information is neatly written or type on sheets of white 8½ X 11 inch paper.

1. Copy of your **Articles of Incorporation** stating but not limited to, name, officers, stockholders, and stock authorized to issue. If the articles are not date stamped, include the certificate page verifying that it has been recorded with the Secretary of State's office.
2. A copy of your **Meeting minutes** stating the issuance of stock and election of officers.
3. Complete and sign the attached **Disclosure of Corporate Officers / Stockholders** (GC4-017).
4. If a multi-level organizational structure, a schematic diagram of your organizational structure and for each level of ownership refer to number 1, 2, 3, 4, 5, 6, and 7. (**NOTE:** If one of the levels is an LLC, please refer to Appendix C.)
5. **All corporate officers, stockholders, substantial interest holder, and their spouses must complete *Personal / Criminal History Statement* (BLS-700-301) and *Authorization for Examination and Release of Information* (GC4-299).** The corporate president must countersign all *Personal / Criminal History Statements*. Upon review, a technician will inform you if you are required to submit fingerprint cards.
6. **Positive Identification** required on each person by sending a clear photocopy of one of the official documents listed below: (Ensure photograph is identifiable.)
  - a. A valid drivers license;
  - b. A military identification card;
  - c. A valid passport; **OR**
  - d. An alien registration card.
7. **Copies of any Civil, Criminal, or Administrative Action**, if applicable (see below).

Describe in full:

  - a. Any previous or pending actions by or against the applicant, its parent company or subsidiaries.
  - b. Any administrative actions from other gambling regulatory agencies, including those from other countries, against the applicant, its employees, directors or owners.
8. **Complete the Financial Statement** (GC4-320) **and Source of Funds Statement** (GC4-321).

Per WAC 230-04-151, it is required that you submit all requested supporting information / documents proving where your financial source(s) of funds came from to purchase business / premises.

a. **Examples of source(s) of funds not limited to the following:**

- Loan agreement(s) and promissory note(s);
- Signed and dated business purchase agreements, sales agreements, and closing documents;
- Signed and dated premises purchase agreements, sales agreements, and closing documents;
- Front and back copy of the earnest money and down payment to purchase this business / premises;
- Copy of your personal and business bank statements for the last 12 months and signature cards for these accounts;
- Copy of your personal and business (if business has been up and running prior to this application) IRS tax statements for the last 2 years; and / or
- Provide proof of where the funds came from to start / open this business.

b. **Source of funds from other than a recognized financial institution (see below):**

If your purchase was financed by or from a non-financial source, such as a relative, a friend, or other sources that are not federal or state recognized financial institution; have each source complete:

- A *Financial Statement* (GC4-320) and *Source of Funds Statement* (GC4-321) with supporting information / documents (see examples in 8.a. above) on all individuals you identify; and
- *Personal / Criminal History Statement* (BLS-700-301) on all individuals you identify.